Site Visit Submission Checklist

*The intention of this document is to provide a timeframe to prepare for and track items needed for a Site Visit. PAB staff will communicate with the Program Administrator on specific due dates. Site Visit dates are solicited a year in advance. This document is subject to change.*

# 4 Months before the site visit

Make hotel arrangements for the Site Visit Team

Begin to gather examples of student work with instructor feedback for review during the Site Visit

# 8 weeks before the site visit

PAB staff sends a letter to the Student Association and APA Chapter to request written comments (with a copy to the Program Administrator). Comments due 2 weeks prior to Site Visit.

# 6 weeks before the site visit

Send PAB staff the draft [Site Visit schedule](https://www.planningaccreditationboard.org/site-visit-schedule/)

Revise draft schedule based on feedback and send back to PAB staff by specified due date

# 4 weeks before the site visit

PAB staff reviews revised schedule with the Site Visit Team Chair

Revise schedule based on feedback

# 2 weeks before the site visit

Send the final schedule to the Site Visit Team (with a copy to PAB staff)

PAB receives comments from Student Association and APA Chapter (Program Administrator & SVT receive a copy)

Site Visit Team requests any necessary additional information

# site visit completed

Complete the [Program Administrator Evaluation](https://forms.gle/tVFBBtnw8uSQfAit5) form

PAB sends draft Site Visit Report to Program Administrator within 3 weeks

Send [comments](https://www.planningaccreditationboard.org/site-visit-report/) on the draft Site Visit Report to PAB staff within 2 weeks

PAB staff sends final Site Visit Report to the Program Administrator

Send [comments](https://www.planningaccreditationboard.org/site-visit-report/) on the final Site Visit Report to PAB staff within 30 days

PAB staff sends Site Visit Fee Invoice within 90 days

Prior to meeting with the Board, you may submit a [Post Site Visit Report](https://www.planningaccreditationboard.org/site-visit-report/) on any updates the Program has made since the Site Visit